

OIA-83/79  
19 September 1979

MEMORANDUM FOR: OIA Division, Group and Staff Chiefs  
SUBJECT : Count of Classified Document Production

The attached memo requests OIA count the number of classified documents we produce next week (22-28 September); therefore, I am asking for your assistance. Please compile and return to me by 2 October the number of all documents you produce in the categories shown below. Since virtually all our classifications are derivative, I don't expect many, if any, statistics in the Original category. Also, please estimate the number of hours you expend doing this. Thanks.

<u>Derivative</u>	<u>Original</u>	<u>Hrs.</u>
	<u>0-6 Years</u>	<u>6-20 Years</u>

Top Secret

Secret

Confidential



Chief, Technical Staff  
Imagery Analysis

STAT

Attachments:  
As Stated

Distribution:  
1 - All Addressees  
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13 September 1979

1979

MEMORANDUM FOR: Agency Records Management Officers

FROM:

Chief, Records Management Division, ISS/DDA

SUBJECT:

Report on Classification Decisions

1. As stated in [ ] the Director of the Information Security Oversight Office (ISOO) has the authority to require reports from Federal agencies to ensure their compliance with Executive Order 12065. We are required to submit such a report, on a one-time test basis, to ISOO by 31 October 1979. Section 1.d. of the report (attached) requests the number of original and derivative classification decisions made during the reporting period (1 May 1979 - 30 September 1979). Due to the great volume of classified documents generated by CIA, the Director, ISOO will accept a report based on a one-week sample.

2. In order to furnish this information to ISOO, we request your help in collecting the required data. Please ensure that a count is made of the classified documents originated within your component and those received from field stations under your component's jurisdiction during the period 22-28 September 1979. Keep in mind that we are to report classification decisions. Therefore, count each classified document only once; do not in addition count letterex or reproduced copies of the documents. Also please note that the count of original classification decisions must be broken down according to duration, i.e., number classified for 6 years or less and number classified for between 6 and 20 years.

3. Please return one form for your component with Section 1.d. completed to Records Systems Branch, Room 2D0117 Headquarters, by 5 October 1979. Please also provide an estimate of the number of working hours this report required and the amount of money expended for salaries. If you have any questions, contact [ ]

Attachment: a/s